



TOWN MANAGER

Memo

To: The Select Board
From: David B. Panagore, Town Manager
Cc: Senior Staff
Date: February 22, 2019
Re: **Town Manager's Report**

This report is for the period February 7th, through February 22nd, 2019

1. General
Contracts: MacMillan Reconstruction and Wave Attenuator Project (\$4,084,500 ACK Marine)
Commercial Street Improvements Phase 4 (\$2,170,364.91 Robert B. Our Co, Inc)
2. Meetings and/or Conferences
February 8th – Finance Committee Budget Review Meeting
February 9th – Town Topics Forum
February 11th – Select Board Meeting
February 13th – OPEB Public Forum in Chatham (Josee Young)
February 14th – Finance Committee Budget Review Meeting
February 15th – Cape and Islands Accountants Meeting (Josee Young)
February 22nd – Outer Cape Town Managers Shark Meeting (in preparation for Statehouse Meeting)
3. Personnel Matters
Open Positions:
 - Administrative Assistant-Community Development
 - Seasonal Pier Corporation Staff
 - Seasonal Parking Department Staff
 - Seasonal Fire Department Staff
 - On-Call Telecommunicators
 - Seasonal Police Officers and Summer Community Service Officers

4. Department Update

This bi-weekly update provides an update of recent town department activity. Key items are highlighted in bold.

The Town hosted a Town Topic Winter Forum on Saturday, February 9th. The forum topics were Coastal Resilience and Climate Change, Provincetown Year round Market Rate Rental Housing Trust update, Civil Discourse, and Police Station Funding. The forum was well attended, with roughly 100 people coming to Town Hall for this event. The video of the slideshow presentation from the forum is available on PTV's website. Many thanks go out to all of the Town Staff, board members, and town residents who participated in this event (*Town Manager*).

New Police Station: The Building Committee will host a Q&A session at the Council on Aging in the VMCC Building on Thursday, March 21st, at 10 AM. All are welcome to attend (*Department of Public Works*).

Goal 1-Economic Development

Promote policies that encourage the development of year round business, entrepreneurial opportunities and jobs while maintaining community character

Stellwagen Visitors Center: The recent federal shutdown stalled progress on this project for roughly two months. The Center for Coastal Studies is coordinating the Town and NOAA efforts for this project. Currently, the project team of NOAA representatives and the Town Manager are (in the preliminary design phase) reviewing the requests for qualifications from architectural firms. The next step is the selection of the architectural firms who will receive the requests for proposal currently being drafted by NOAA. At the appropriate time, I will request a briefing for the Select Board. Select Board member Donegan was designated by the Select Board as its representative on the project, and the Board may wish to consider appointing another representative (*Town Manager*).

Foster and sustain programs that create economic opportunities, while maintaining Historic and Town character

CPA: Community Preservation Committee conducted public hearing on February 11th and voted on recommendations for CPA funding for town meeting. Information detailing these final recommendations will be provided in the Town Warrant (*Housing and Economic Development Division*).

Support efforts to improve residential quality of life

Battle of the Badges: Sunday March 10th, at 2pm, at the High School gymnasium, will mark the 7th annual Battle of the Badges. Police and Fire Departments will square off against each other in a friendly competitive basketball game in hopes to take back to their respective station the coveted Battle of the Badge's plaque. Each year the Recreation Department organizes this game, with the help of the Provincetown Parents Teachers Association (PTA), to fundraise for items that Provincetown Schools students need. The

PTA collects admission at the door (\$5 for adult and \$2 for children), and they administer the funds. Previous proceeds have gone to new sports team uniforms and the Costa Rica trip for middle school students. This great event is possible thanks to the Police for and Fire departments who are willing to donate their time for this charity event (*Recreation Department*).

Police Luncheon: The 5th annual Valentine's lunch hosted by the Police Department at the Senior Center was attended by 69 seniors, a 40% increase over last year. This special event offers residents and officers the opportunity to eat together and get to know each other which, in turn, encourages seniors to feel more comfortable calling for assistance when needed (*Council on Aging*).

Senior of the Year: Nominations are being accepted for the 2019 Senior of the Year. Nominees must be town residents 60+ years of age who are enthusiastically involved in the community, a role model to peers, and exemplify the "spirit of positive aging." A brief biography and reason why the person should be considered can be sent to the Director by e-mail or mail or dropped off at the Senior Center by April 5th (*Council on Aging*).

Fine Arts Work Center Collaboration (FAWC): The Council on Aging is partnering with FAWC again to offer a poetry class taught by one of this year's Fellows, Gabe Kruis. The class will include field trips to FAWC to watch artists at work followed by a writing session at the Senior Center inspired by the experience (*Council on Aging*).

Support efforts to improve the tourism economy to enhance the visitor experience
Regional Radio Marketing Campaign: The spring radio broadcast campaign advertising Provincetown has been scheduled from April through June, and will reach the Cape & the Islands, Plymouth, and Bristol counties. Commercial spots saturation will take place two consecutive weeks each month promoting spring activities and events in Town. To maximize the July 4th parade and fireworks audiences, in addition to including the festivities in the June commercials, we will be broadcasting fifteen second spots from 6:00 AM to midnight starting June 24th and running through July 1st (*Tourism Department*).

Spring Social Media and Digital Display Advertising Campaign: The spring digital advertising campaign launched the week of February 13th, and will run for three months. The ads will appear on Facebook, Instagram, and digital display imbedded in newsfeeds, and is a combination of remarketing, targeting, and featuring Summer Vacation, Beaches, Eco-Tourism, Marine Tourism, Dining, Art, LGBTQ, and Pride (*Tourism Department*).

Goal 2- Housing

Enforce policies that create housing opportunities while maintaining Town character

VFW: Advertising for proposals for consultants for the development and community engagement process for both the VFW and the current police station site on Shank Painter Road has begun. Please see the memo in your packet for additional information (*Housing and Economic Development Division*).

Increase Community Housing availability

Harbor Hill: Invitations for Bids for the renovations issued with General Contractor bids are due on February 28th. Progress continues on building #5 to make it ready for residents, and the Habitat Restore returned for second time to remove donated furniture. The lottery selection is scheduled for February 27th at the Veterans Memorial Community Center at 3pm (*Housing and Economic Development Division*).

Goal 3-Built and Natural Environment

Promote Policies and programs that protect and sustain the natural environment, and our community's way of life

B Street Garden improvements: The Conservation Commission and the B Street Garden Advisory Group have submitted an application to the CPC for a \$32,000 grant to rehabilitate the garden beds, which are deteriorating after ten years of use. The CPC has voted to recommend the grant on the Warrant for Town Meeting (*Community Development-Conservation*).

Water Department: The water distribution staff will be performing routine inspections on the Coastal Acres Campground water infrastructure installation, ensuring the work adheres to local and American Water Works Association industry standards. While the campground previously had water to the majority of the campsites, a water main is being installed to provide fire protection to the area, as well as several metered zones throughout the campground (*Department of Public Works*).

Buildings & Grounds: Over the next two weeks, the Building / Grounds crew will continue to cut back the overgrowth along the property lines in the cemeteries, paint the interior of the bathrooms at the MPL and Firehouse #2, begin preparatory work for the clean agent fire systems at the server locations, and general maintenance throughout town. The refinishing of the auditorium floors at Town Hall is complete. We are waiting for the delivery of the new Automatic Transfer Switch for the VMCC generator which will be installed as soon as it is received, finalizing the purchase of the standby generator, the exhaust fan for the VMCC kitchen, and the VMCC roof coating bid. We are also working on the repairs to the slate roof at Town Hall as well as getting a contractor to repair the front façade (*Department of Public Works*).

Promote efforts to improve our streetscapes and intersections for safety and convenience of pedestrians, bicycles, and vehicles

Highway Department: The Highway Department is moving forward with the fourth phase of Commercial Street Reconstruction. Construction bids were due on February 19th, with construction to start a few weeks thereafter. Highway personnel continue to work on maintenance of summer equipment such as the message boards which need to be overhauled because of rust and corrosion, while continuing to be called out for salt and sand operations for the winter season. Administrative staff is finalizing the bid documents for the Bradford/Standish Street improvements in front of the Gulf Station and the Alden Street parking lot (*Department of Public Works*).

Goal 4-Community Engagement and Communications

Use the Town Library as a resource, continue to invite and encourage community engagement through outreach and programming

4th Annual Moby Dick Read Aloud Marathon: Planning for the annual Moby Dick marathon has begun, and the Library is looking for willing readers. Interested parties please contact Brittany Taylor btaylor@provincetown.ma.gov. This is a special year for this event as 2019 marks the 200th anniversary of Herman Melville's birth (*Library*).

Winter Programming: The Library now hosts a weekly "Read Along/Read Aloud Book Club led by Global Peace poetess, Linda Ohlson Graham. This month the group, which meets in the Bowsprit Room, is reading *Fatal Decision: Edith Cavell WWI Nurse* (*Library*).

Improve public access to Government through and updated Town website

Website: The website design team is reaching the end of the design stage, and will include input from Select Board members Louise Venden and Cheryl Andrews, before the next step where data from the existing site will be migrated. If others are interested as well, please contact Erin Ellis, Project Administrator, to set up a time to meet with the consultants. The committee has been working with CivicPlus on the layout of the new site, as well as important design elements that will give it a fresh, modern feel. Content migration will begin this month, and staff training will take place in March. At this time we are looking to go live by the third week in April (*Management Information Systems Department*).

Goal 5-Emergency Planning and Management

Effectively prepare the community, through the use of emergency planning efforts and training

Resilient Provincetown (Municipal Vulnerability Preparedness Plan): Following the Town Forum on February 9, 2019, and presentation made to various Town boards, approximately 30 people have RSVP'd to attend the Community MVP workshop on climate change resiliency on March 15th. Outreach to Town boards and civic organizations continue, with the goal of having at least 60

people committed to attend. An announcement stating the final location, as well as any additional pertinent information, will be provided at the next regular Select Board Meeting on March 11th (*Community Development – Conservation*).

Ensure that emergencies will be responded to effectively, minimizing the loss of lives and property damage

Confined Space Training: All DPW staff will be attending a Confined Space Entry training class hosted in Provincetown on March 4th. This training was submitted for approval to the Board of Drinking Water Operators for issuance of certified Training Contact Hours necessary to maintain Drinking Water Operator licensure, as well as provide safety reinforcement to all DPW staff (*Department of Public Works*).

Goal 6- Government, Operations, and Finance

Government and Operations

Pursue policies that foster community education on issues of public concern

Cable TV Survey: The results have been compiled from a survey conducted in December and January posted on the Town Website as well as Town Talk regarding Comcast service in Town. These results will be included in a business plan that will be presented to Comcast as part of the negotiation of their cable television license renewal. There were approximately 138 respondents, 62% of which indicated support for a .5% increase to their cable TV bill to support local community media. The next step will be sitting with outside council and PTV, after which we will brief the Select Board (*Management Information Systems Department*).

Develop a collaborative process of youth initiatives to enhance their quality of life

February Break Child Care: The Recreation Department offered child care at the Community Center the week of February 19th through February 22nd from 9am to 5pm during school vacation week. The Department tries to fill voids when school is not in session, to have child care available for all the parents that need to work. During this time, the children made arts and crafts to bring home, played scooter hockey, capture the flag, foosball, and held Pool tournaments. The two highlights of the week were a field trip down Commercial Street to the Provincetown Library, where the kids had a chance to check out the Rose Dorothea, read books, and check out books for some reading at home. As a joint effort, the Library staff provided library card sign up forms to families before their arrival, so that children had every opportunity to be able to check out a book. The second highlight was on Thursday, where students took a field trip to Seashore Point to decorate cookies with some of the residents in the Wellness Center (*Recreation Department*).

Support organizational excellence

Town Meeting: The draft of the Warrant has been sent to Town Counsel for review. We will continue to revise until warrant closes and will begin writing motions and scripts. The goal is to provide residents with information prior to Town Meeting, published on the Town website. Please see packet for additional information (*Finance Department*).

Finance

Pursue initiatives that properly allocate revenues and expenses to support and increase the year-round population

Short Term Rental Tax: A panel from the Division of Local Services was present at the Cape & Islands Accountants' conference on February 15th to provide updates and answer questions related to the short term rental tax. The Cape and Islands Accountants are jointly writing to the State to request that new revenue information be provided to municipalities for budgeting and compliance (*Finance Department*).

Provide a full revenue and expenditure summary for each department within the operating budget

FY2020 Budget: The budget reviews by the Select Board and Finance Committee have been completed. The proposed budget will be available on the Town Meeting website for public viewing (*Finance Department*).